

**Personnel**

**AFSOC COMPANY GRADE OFFICER OF THE YEAR AWARD**

---

**COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY**

This instruction implements AFD 36-28, Awards and Decorations. It establishes the AFSOC Company Grade Officer of the Year (CGOY) award program and sets forth the eligibility requirements used to identify and recognize the AFSOC CGOY. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. This instruction applies to all active duty AFSOC company grade officers (CGOs).

1. **General.** The purpose of the AFSOC CGOY award program is to ensure CGOs are recognized for their efforts to become effective professional military leaders. The AFSOC CGOY award will be presented annually. The period of award is 1 January - 31 December. Nominations are due to HQ AFSOC/DPPM NLT 1 February.

2. **Eligibility.** All CGOs (Second Lieutenant through Captain) assigned to AFSOC are eligible. Nominees for the yearly award are not limited to base quarterly award winners.

2.1. Each AFSOC wing/group commander, each AFSOC PSU commander (18 FTS, USAFSOS, 720 STG, AFSOC ASOS) and HQ AFSOC/CCQ may nominate one officer to HQ AFSOC/DPPM.

2.1.1. Each HQ AFSOC directorate may nominate one officer to HQ AFSOC/CCQ. Nominations are due to HQ AFSOC/CCQ NLT 1 February. HQ AFSOC/CCQ will select one candidate from the directorate nominees to compete with wing/group/PSU nominees for the annual award.

3. **Nominations.** Nomination packages will consist of the following:

3.1. Write-up. One AF Form 1206 (front and back) single-spaced in 10- or 12-pitch. Use the category headings given in attachment 1.

3.2. Biography. Limited to one single-spaced, typewritten page, 10- or 12-pitch only. See sample biography at attachment 2.

3.3. Nomination Letter. Limited to one page, signed by the wing/group/PSU commander (squadron section commander for HQ AFSOC nominee).

4. **Selection Procedure.** A board consisting of three colonels will review all AFSOC nominations to select the AFSOC CGOY. Final selection/approval lies with AFSOC/CC.

5. **Recognition.** The winner will receive a plaque presented by AFSOC/CC during the Annual AFSOC Awards Banquet.

GEORGETTE M. TOEWS, Colonel, USAF  
Director of Personnel

Attachments:

1. AF Form 1206 Category Headings
2. Sample Biography

**AF FORM 1206 CATEGORY HEADINGS FOR CGOY NOMINATIONS****LEADERSHIP AND JOB PERFORMANCE:****SIGNIFICANT SELF-IMPROVEMENT:****SOCIAL, CULTURAL OR RELIGIOUS ACTIVITIES :** (Participation/involvement in such activities, military or civilian.)**OTHER ACCOMPLISHMENTS:****MILITARY AND CIVILIAN AWARDS:****COMMUNICATION SKILLS:** (Demonstrated ability as an articulate and positive spokesperson for the Air Force.)

**SAMPLE BIOGRAPHY**

Captain Michael L. Allen

AFSC: C37A3, Squadron Section Commander

Captain Michael L. Allen is a squadron section commander assigned to the 16th Operations Support Squadron, Hurlburt Field, Florida. He is 28 years old.

Captain Allen was born in Jefferson City, Missouri, on 15 August 1967. He attended Central High School and excelled across the entire spectrum of school activities. As a 3-year track letterman, his exceptional performance earned him his team's coveted Scott's Award for spirit, dedication and leadership on and off the track.

After graduation from high school in 1985, Captain Allen was locally employed while attending St. Louis University in St. Louis, Missouri. He graduated with honors in the top third of his class.

Upon completion of Officer Training School at Lackland Air Force Base, Texas, in 1989, Captain Allen attended technical training school at Keesler Air Force Base, Mississippi, where he was an honor graduate. He was then assigned to Randolph Air Force Base, Texas, where he was the executive support officer to the 12 FTW Commander. He moved to his present position in 1992.

Captain Allen is married to the former Patricia MacHenry of San Antonio, Texas. They have two children, Sara and Marina. Captain Allen actively participates in community activities and coaches an area little league team. He was selected as the Outstanding Company Grade Officer of the Quarter, Jan-Mar 95 and is the recipient of the Air Force Commendation and Air Force Achievement Medals and has received many civilian awards for his civic involvement.

**Note:** Limit the biography to one single-spaced typewritten page, 10- or 12-pitch. All margins should be 1-inch. Do not include a signature block.